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June 8, 2017

Dear Home Study Families;

Attached are the updated 2017-2018 Home Study Enrollment forms and Guidelines Document. Both sets of documents have been revised based on feedback we received from the Home Study community.

The AOE Home Study Team encourages families to review the following summary of changes that are currently in effect for the 2017-2018 school year:

Enrollment Form (Form A):

- Added a box for families to check (New Enrollments ONLY) if the student has previously been enrolled in a Vermont public school or VT home study program. If checked, Form B does not need to be completed. Parents must however, provide AOE with documentation that the student has previously been enrolled in a public or VT home study program (i.e. a public school report card).
- Added a section at the end for families to initial indicating agreement to receive all legal correspondence via secure email (i.e. incomplete or complete letters, verification letters). This will enable families to receive information faster than the US Postal Service.

Assurance Form:

- This only needs to be done one time per student. If your family filled out this form during the 2016-2017 school year, we have a record of it.

Independent Professional Evidence Reporting Form (Form B):

- This form has been revised and only needs to be completed if a student has not been previously enrolled in a public or VT Home Study program.

Minimum Course of Study (MCOS)

- The Literature section is no longer a stand-alone academic area. It has been included in with *Basic Communication skills, including English, American & other **literature**, reading, writing.*
- The Adaptations section has been removed. It is now on a separate form.

Instructor Home Study Enrollment Form (Form C):

- This form has been re-instated. Complete this form only if someone *other than the parents/guardians* are providing ongoing instruction in a subject area.

Teacher End of the Year Assessment:

- This form has been revised to clarify what is required in the Teacher Assessment.

Adaptations:

- This is a stand-alone form and is only required for students who have disabilities.

Guidelines Document:

- The Guidelines Document has been revised to reflect changes in the Home Study forms and process. A Table of Contents has been added.

The Home Study Team has also updated our system to accept enrollment packets and assessments electronically. In order to use this system, families will need to either fill out the forms electronically and upload them directly to our Electric File Transfer (EFT) system, or print them out and then scan and upload them once completed. Access the [EFT system](#) online. Once uploaded, you will then be prompted to call our technical assistance line (802-622-1254) to obtain a user name and password in order to complete the process.

While it is preferable to receive your information electronically, please know that families may also send enrollment and assessment information directly to the Home Study office at:

Vermont Agency of Education – Home Study Office
219 North Main Street Suite 402
Barre, VT 05641

Finally, to provide families with a more efficient and effective communication system, the Home Study Team has a dedicated Technical Assistance line and email address which will be monitored daily by staff. Please help us respond to families faster by contacting us at 802-622-1254 or at aoe.homestudy@vermont.gov.

Sincerely,

The AOE Home Study Team:

Brynne Reed, Home Study Consultant
Nancy Hellen, Home Study Consultant
Miranda Davison, Program Technician
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